



Safer lives, safer ships, cleaner seas

# CERS PORT USER MANUAL

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# 1. Introduction

The European Union (EU), through a variety of EU Directives, has placed a requirement on Member States to work with the European Commission and co-operate on data exchange by implementing a system to capture data on vessel movements, dangerous cargoes, vessel safety, security information and the disposal of waste within European waters.

The EU-wide system that will be used to satisfy the above requirements is called SafeSeaNet and MCA as the responsible National Competent Authority, is tasked with developing and implementing a UK system that will report to SafeSeaNet and the European Commission.

The UK system that MCA is developing and implementing is called the **CONSOLIDATED EUROPEAN REPORTING SYSTEM (CERS)**.

This document acts as a guide for working with the CERS/SVD system. Each single operation available to the user is described on the next chapters. The Web application also possesses a help-online system to provide the user with further detail.

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Contact details    Should you have any problems accessing the system or require further information please contact:

- Aberdeen MRCC on **Telephone 01224 597987: Fax Number: 01224 212862**

- Email [cers@mcga.gov.uk](mailto:cers@mcga.gov.uk)

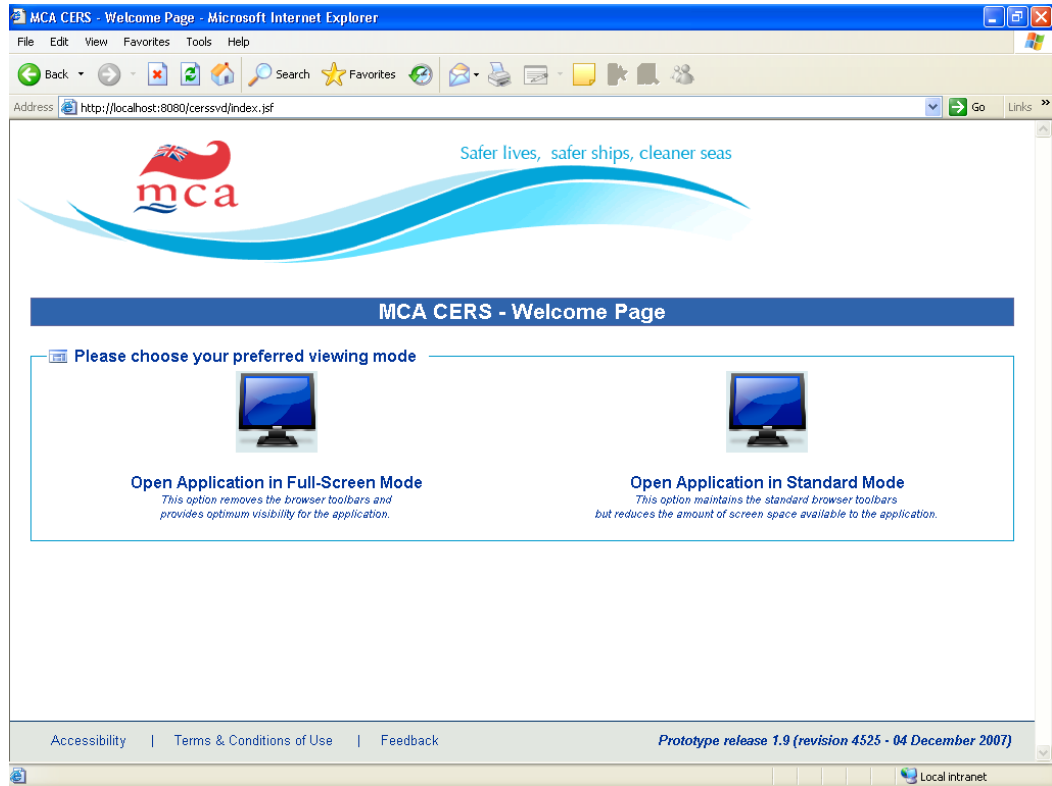
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## 2. Starting of application

Starting the Application

To begin with, you should open an internet browser and navigate to the CERS start page:

<https://cers.mcga.gov.uk/cerssvd/>



*Application start page*

This screen offers 2 options:


1. **Full-Screen Option.** When clicked a new customised window is opened through which the User can login to the system. This new window is customised so that the standard menu-bar, toolbar and address-bar that are part of the web browser are no longer displayed. This recommended option provides the application with a cleaner interface and a larger display area.
2. A direct link to the **Standard Login** page. When clicked the User will be redirected to the Login page within the same browser window.

Click on either the 'viewing modes' (represented as monitor icons) to proceed to the Login page of the CERS/SVD application.

Logging-in to  
the Application

To Login:

1. Enter your login **Username** and **Password**.
2. Click **Login**.

 Safer lives, safer ships, cleaner seas

**MCA CERS - Login Page**

**STOP !! READ THIS !!**  
**IF YOU ARE NOT AN AUTHORISED USER OF AN MCA COMPUTER SYSTEM, PROCEED NO FURTHER.**  
Use of the MCA's computer systems is governed by the MCA's Information Security Policy and its subordinate policies and procedures. Failure to comply with the MCA's policies and procedures may result in disciplinary action and may be an offence under civil or criminal law. Security and performance of MCA systems are monitored. Activity logs may be used as evidence in cases of failure to comply with MCA policy. To obtain a copy of the relevant MCA policy and procedures please contact the CERS system support team.  
**YOU MAY LOGON ONLY IF YOU AGREE TO COMPLY WITH THE MCA'S POLICIES AND PROCEDURES.**

**Login by entering your credentials below**

\* Username :   
\* Password :

**CERS System Support**

[MRCC Aberdeen](#)  
4th Floor Marine House  
Blaikies Quay  
Aberdeen AB11 5PB  
Telephone: 01224 597987  
Fax: 01224 212862  
Email: [cers@mcga.gov.uk](mailto:cers@mcga.gov.uk)

Accessibility | Terms & Conditions of Use | Feedback Prototype release 1.9 (revision 4525 - 04 December 2007)

Login page

Wrong Login  
or Password

Unsuccessful login will result in an **Error Message – Invalid username or password**. A total of three login attempts are permitted before access to the system is denied.



The screenshot displays the MCA CERS - Login Page. At the top left is the MCA logo with the tagline "Safer lives, safer ships, cleaner seas". A red error banner at the top center reads "Invalid username/password". Below this is a blue header bar with the text "MCA CERS - Login Page". A red dashed box contains a warning icon and the text: "STOP !! READ THIS !! IF YOU ARE NOT AN AUTHORISED USER OF AN MCA COMPUTER SYSTEM, PROCEED NO FURTHER. Use of the MCA's computer systems is governed by the MCA's Information Security Policy and its subordinate policies and procedures. Failure to comply with the MCA's policies and procedures may result in disciplinary action and may be an offence under civil or criminal law. Security and performance of MCA systems are monitored. Activity logs may be used as evidence in cases of failure to comply with MCA policy. To obtain a copy of the relevant MCA policy and procedures please contact the CERS system support team. YOU MAY LOGON ONLY IF YOU AGREE TO COMPLY WITH THE MCA'S POLICIES AND PROCEDURES." Below the warning is a login form titled "Login by entering your credentials below" with fields for "Username:" (containing "Pingone") and "Password:", and a "Login" button. A section titled "CERS System Support" provides contact information for MRCC Aberdeen: "4th Floor Marine House, Blaikies Quay, Aberdeen AB11 5PB, Telephone: 01224 597987, Fax: 01224 212862, Email: cers@mcga.gov.uk". The footer contains links for "Accessibility", "Terms & Conditions of Use", and "Feedback", along with the text "Prototype release 1.9 (revision 4525 - 04 December 2007)".

*Login page – wrong username or password*

Should access to the system be denied, please contact Aberdeen MRCC, details available on the first chapter of the user-guide or available on the login page of the CERS application.

Organisation of the Home Page

Following a successful login, you will be presented with the CERS Home page.

Logo: **mca** Safer lives, safer ships, cleaner seas

User: PORT USER  
User IP : 127.0.0.1  
Server IP : 192.168.1.150  
Thursday, 6th of December, 2007

My Settings Help Logout

Hide Menu  
Home  
Notifications  
Voyages

### MCA CERS - Home Page

#### CONSOLIDATED EUROPEAN REPORTING SYSTEM (CERS)

Welcome to CERS,

CERS has been developed to assist the UK in meeting Member State obligations contained within the Directive establishing a Community vessel traffic monitoring and Information system (Directive 2002/59/EC) and related legislation, namely to capture and exchange information with the other Members States to promote safe seas and protection of the maritime environment.

The EU-wide system that will be used to satisfy the above requirements is called SafeSeaNet (SSN) and the UK Maritime & Coastguard Agency (MCA) system that will report to SafeSeaNet and the European Commission is CERS.

#### Your 5 Most Recent Logins

Login Date	Remote IP Address	Login Status
06/12/2007 15:08	127.0.0.1	Y
06/12/2007 14:55	127.0.0.1	Y
06/12/2007 14:35	127.0.0.1	Y
06/12/2007 14:35	127.0.0.1	Y
06/12/2007 14:34	127.0.0.1	N

#### CERS System Support

[MRCC Aberdeen](#)  
4th Floor Marine House  
Blaikies Quay  
Aberdeen AB11 5PB  
Telephone: 01224 597987  
Fax: 01224 212862  
Email: [cers@mcga.gov.uk](mailto:cers@mcga.gov.uk)

\* denotes mandatory fields  
% denotes that the field is wildcard enabled

Accessibility | Terms & Conditions of Use | Feedback

Prototype release 1.9 (revision 4525 - 04 December 2007)

CERS Home Page

This page consists of 4 parts:

1. The upper part, the Header, contains useful control links to the **My Settings** section, a link to the **Help** system and an option to **Logout** of the application. It also displays some pertinent information including the current date and time and the name and IP of the logged-in User.
2. The left part contains a collapsible categorised **Navigation Menu** that is used for navigating to any section of the application.
3. The right section displays the MCA Security Policy message and a record of your last five login accesses as well as Cers System support contact details.
4. The lower part, the Footer, contains links to the **Accessibility**, **Legal** and the **Feedback** of use for the CERS system.

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Hide  
Navigation  
Menu

To obtain more space you can hide the left navigation menu by clicking on the 'Hide Menu' button located on top of the navigation menu.



*Hide Navigation Menu button*

To un hide the navigation menu click on the button with the 'Menu' label on your top left corner of the screen.

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## My Settings

Clicking on the 'My Settings' link you will be presented with a page containing your personal details and settings. You can change them as required.

The screenshot shows the 'My Settings' page for a 'System User'. The page has a header with the MCA logo and the slogan 'Safer lives, safer ships, cleaner seas'. The user is identified as 'PORT USER' with IP address '127.0.0.1' and a server IP of '192.168.1.150'. The date is 'Thursday, 6th of December, 2007'. There are buttons for 'My Settings', 'Help', and 'Logout'. A left sidebar contains 'Home', 'Notifications', and 'Voyages'. The main content area is titled 'System User' and contains several sections: 'User Identification' (User Name: PORT\_USER\_EVENTS, Email: portevent@mca.co.uk, Status: Enabled, Type: (P) Internet Public), 'External & Public User Information' (Password, Password Verification, Change Password checkbox, Password Expiry Date: 31/12/2007, Own Question: PORT\_USER\_EVENTS, Your Answer: PORT\_USER\_EVENTS), 'Contact Details' (Title: MR, First Name: PORT, Last Name: USER, Job title, Division, Subdivision, Phone: 01224592334, Fax, Mobile), and 'Addresses' (Add button, warning: There are no Addresses to display). A 'Save' button is at the bottom. A legend indicates that '\*' denotes mandatory fields and '%' denotes that the field is wildcard enabled.

### My Settings Page

To record the changes click on the save button located on the bottom of the page.

### Changing Password

To change your password simply fill-in both 'Password' and 'Password Verification' fields. Both fields must contain the same value. Click the 'check' box to confirm you wish to change your password. Click on 'Save' button when completed.

## Help

To obtain online help please click on the 'Help' link. This will open a new web browser page to access the online guide for using the application.

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Logout Click on the 'Logout' link when you want to exit from the system. This will redirect you back to the login page.

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Message Dialog Below the **Header** on each and every page there is a section devoted to providing continuous feedback to the User. This **Message Dialog** displays information including Error, Warning and Information messages to the User to provide them with feedback concerning their last action.



*CERS – Message dialog box*

**Error Messages** – Displayed using a red background, indicate that the last action failed and the User should read the message to understand what went wrong.

**Warning Messages** – Displayed using an amber background, indicate that there is information that the User should be aware of before proceeding.

**Information Messages** – Displayed using a green background, indicate that the last action performed by the User was completed successfully.

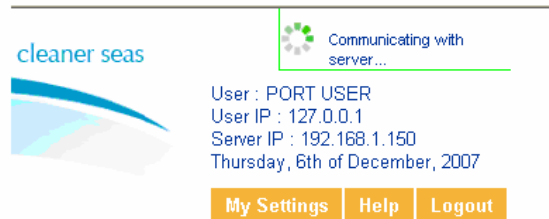
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Connection Status

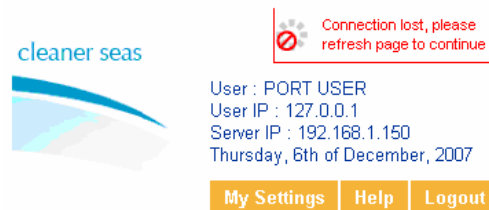
The **Connection Status** of the application is displayed within the upper right corner of the page to indicate to the User whether the application is maintaining a successful connection with the server. This continuously monitors the connection to ensure that the server is running and that a viable network connection is present.

States

**Communicating with server** – when the User performs some action requiring interaction with the server this status message will be displayed until the interaction completes.



**Connection Lost** – should the internet connection fail for any reason, the status message below will be displayed. Should this happen, the User should attempt to refresh the page or alternatively to return to the Home Page and Login in order to reestablish the connection.



### 3. Entering a NEW Arrival Notification

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Introduction	<p>Arrival Port Notifications must be entered onto CERS for: -</p> <ol style="list-style-type: none"><li>1) Every sea-going merchant vessel (equal to or greater than 300 GT) arriving at a UK port.</li><li>2) Any sea-going merchant vessel (irrespective of size) arriving at a UK port from outside the EU and carrying dangerous or polluting goods</li></ol> <p>The operator, agent or master of such a ship must provide the required port arrival notification to the port authority at least 24 hours in advance of ship arrival or at the latest at the time the ship leaves the previous port, if the voyage time is less than twenty-four hours; or if the port of arrival is not known or it is changed during the voyage, as soon as this information is available.</p> <p>The port authority shall, upon receipt, input the port arrival notification received from the operator, agent or master onto CERS.</p>
New arrival notification.	<p>In order to add a new Arrival Notification to the system, you should first open the Notifications section of the collapsible <b>Navigation Menu</b> and then choose <b>New Arrival</b>.</p>

---

New arrival notification.

To insert an arrival notifications simply enter either the **IMO#**, **MMSI#** or **Call Sign** of the Vessel of interest and then click the Lookup button.

Step1

The screenshot shows the MCA (Maritime Communications Agency) website interface. At the top, the MCA logo is on the left, and the slogan "Safer lives, safer ships, cleaner seas" is in the center. On the right, user information is displayed: "User : PORT USER", "User IP : 127.0.0.1", "Server IP : 192.168.1.150", and "Thursday, 6th of December, 2007". Below this are buttons for "My Settings", "Help", and "Logout".


The main content area is titled "Arrival Notification" and contains a "Vessel Identification" section. It instructs the user: "To identify the Vessel please enter either the IMO #, MMSI # or Call Sign and click the 'Lookup' button". There are three input fields: "IMO #:" with the value "1234567", "MMSI #:" (empty), and "Call Sign:" (empty). A "Lookup" button is positioned below these fields.

At the bottom right of the form area, there are two footnotes: "\* denotes mandatory fields" and "% denotes that the field is wildcard enabled".

The footer of the page includes "Accessibility | Terms & Conditions of Use | Feedback" on the left and "Prototype release 1.9 (revision 4525 - 04 December 2007)" on the right.

#### CERS – New Arrival notification (STEP 1)

The vessel details will be retrieved and displayed on screen.

Should the vessel not be found within the system, this will be indicated through the **Message Dialog Box** providing you with the option to attempt a new query. Simply click **previous button**  re-enter data using one of the other two box fields. Should the vessel not be found following the second attempt, simply continue to complete all fields with the information you hold.

New Arrival notification.  
Step 2

*CERS – New Arrival notification (STEP 2)*

This page is composed of three main sections.

**VESSEL IDENTIFICATION**

The first section initially displays the Vessel details as retrieved by the system.

**ARRIVAL INFORMATION**

The second section provides a form defining the details that should be entered in order to record a new Arrival Notification. These fields are defined as:

*Port of Arrival* – Mandatory choice from the UK Port List

*Port Berth* – Optional Berth at which Vessel berths

*Persons on Board* – Mandatory number of people of board

*E.T.A.* – Mandatory date and time for Estimated Time of Arrival



*E.T.D.* – Optional date and time for Estimated Time of Departure

*Last Port of Call* – Optional choice from the Worldwide Port List

*A.T.D.* – Optional date and time for Actual Time of Departure from the Last Port of Call


The third section encapsulates Dangerous and Polluting Goods (DPG) notification which can be added to the notification if the vessel is arriving at a UK port from a departure port outside

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the EU. To add the DPG Notification, you should expand the section by clicking the **add icon**  shown on the left hand side of the Dangerous and Polluting Goods heading. This will cause the DPG Notification form fields to be displayed, which should then be completed as detailed below. In order to collapse the Notification, clicking on the **remove icon**  that appears in place of the **add icon** when expanded.

Once all of the mandatory information has been entered along with any optional information, you should click on the **Save** button to store the details to the system.

Validation of specific fields is carried out at this point to ensure that the mandatory fields have been filled and that all of the data entered is valid.

If at any point the User wishes to cancel the update, they simply click the **previous arrow icon**  **at the top left of the screen**. A confirmation dialog box will be presented requiring the User to confirm their intention, in order to prevent the un-intentional loss of unsaved data.

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Additional Information Dangerous and Polluting Goods Notification (HAZMAT).

To add the Dangerous and Polluting Goods Notification (HAZMAT), you should expand the pertinent section by clicking the **add icon** provided within the heading. This will cause the Notification form fields to be displayed, which should then be filled. In order to remove the Notification, you should collapse the pertinent section by clicking on the **remove icon** that appears in place of the **add icon** when expanded.

The Dangerous and Polluting Goods notification requires the user to provide information regarding where Manifest details can be requested. The user has three different options:

- 1) Provide the WEB LINK to the Manifest details
- 2) Upload the Manifest details into the CERS system
- 3) Provide Contact details

Also if applicable the license of the vessel according to the Safe Carriage of Irradiated Nuclear Fuel Code should be provided.

The screenshot shows the MCA Arrival Notification form. The form is titled "Arrival Notification" and is divided into three main sections: "Vessel Identification", "Arrival Information", and "Hazmat Information".

**Vessel Identification:**

- IMO #: 1234567
- Call Sign: SCARY
- Flag: UNITED KINGDOM
- MMSI #: [empty]
- Ship Name: SCARY MARY

**Arrival Information:**

- Port of Arrival: ABERDEEN
- Port Berth: [empty]
- E.T.A.: 17/12/2007 00:00
- Persons on Board: 4
- E.T.D.: 18/12/2007 00:00
- Last Port of Call: [empty]
- A.T.D.: [empty]

**Hazmat Information:**

- INF Ship Class (If Applicable): [empty]
- Cargo Manifest Source:  URL  Contact  Upload
- URL: https://
- Document Type: ---

A "Save" button is located at the bottom of the form. The form also includes a "Dangerous and Polluting Goods Information" section which is currently collapsed.

The MCA logo and slogan "Safer lives, safer ships, cleaner seas" are at the top left. User information and navigation links are at the top right. A footer contains accessibility links, terms, and a prototype release date.

*CERS – New Arrival notification, Additional Dangerous And Polluting Goods info*

NB: If the vessel possesses an exemption from reporting dangerous and polluting goods notification, this will be notified to the user through a warning message within the Message Dialogue Box.





User : FAdmin LAdmin  
User IP : 127.0.0.1  
Server IP : 192.168.1.150  
Thursday, 6th of December, 2007

[My Settings](#) [Help](#) [Logout](#)

△ This Vessel is Exempt from providing Hazmat Notifications for this Voyage

← **Arrival Notification** →

Hide Menu  
Home  
Admin

*CERS – New Arrival notification with Hazmat exemption*

If such a message appears on screen there is no requirement to complete the dangerous and polluting goods notification, only the arrival notification.

New Arrival notification.  
Step 3


The system will display a Summary page for the Arrival Notification that you have entered. At the top of this page a message will also be displayed within the **Message Dialog box** indicating the success of the operation.

The screenshot displays the MCA (Maritime Communications Agency) web interface. At the top left is the MCA logo with the tagline "Safer lives, safer ships, cleaner seas". The top right shows user information: "User: PORT USER", "User IP: 127.0.0.1", "Server IP: 192.168.1.150", and "Thursday, 6th of December, 2007". Below this are buttons for "My Settings", "Help", and "Logout". A green message box at the top center states: "The operation was successful and the Notification has been sent to SSN." Below the message is a blue header for "Summary of Notification Details". The page is divided into three main sections: "Vessel Identification" (IMO #: 1234567, Call Sign: SCARY, Flag: GBI, MMSI #: SCARY MARY), "Arrival Information" (Port of Arrival: ABERDEEN, Port Berth: E.T.A.: 06/12/2007, Persons on Board: 4, E.T.D.: 08/12/2007), and "Additional Notifications" (Hazmat Notification: +, Port Waste Notification: -, Security Notification: -). A legend at the bottom right explains the symbols: "\*" denotes mandatory fields and "%" denotes that the field is wildcard enabled. The footer contains "Accessibility | Terms & Conditions of Use | Feedback" and "Prototype release 1.9 (revision 4525 - 04 December 2007)".

#### CERS – New Arrival notification (STEP 3)

This page is composed of three main sections:

1. The first section displays all of the Vessel details that were provided.
2. The second section displays all of the Voyage details that were provided.
3. The third section encapsulates the Additional Notifications that may have been provided.

The process of adding the Arrival Notification is now complete, in order to provide another notification, you should click on the **previous icon**  after which you can begin from Step 1 again or alternatively Click the logout tab at the top right of the screen to exit from the system.

## 4. Entering a NEW Reportable Departure Notification

---

Introduction      A Reportable Departure Notification (Hazmat) must be entered onto CERS for: -

Any sea-going merchant vessel (irrespective of size) departing a UK port and carrying dangerous or polluting goods.

The operator, agent or master of such a ship must provide the required departure hazmat notification to the port authority\* prior to departure of the vessel from the loading port or, if the destination is unknown at departure then as soon as this information becomes available.

The port authority is the UK departure port if departing UK and is the UK arrival port if departing from a non-EU port.)

The port authority shall, upon receipt, input the departure hazmat notification received from the operator, agent or master onto CERS.

---

Reportable  
Departure  
Notification      In order to enter a departure notification of Dangerous or Polluting Goods (HAZMAT) to the system, you should first open the Notifications section of the collapsible **Navigation Menu** and then choose **Reportable Departure Notification**.

---

Reportable  
Departure  
Notification.

Step1

To insert a reportable departure notifications simply enter either the **IMO#**, **MMSI#** or **Call Sign** of the Vessel of interest and then click the Lookup button.

The screenshot shows the MCA website interface for reporting a departure. At the top left is the MCA logo with the tagline "Safer lives, safer ships, cleaner seas". On the top right, user information is displayed: "User: PORT USER", "User IP: 127.0.0.1", "Server IP: 192.168.1.150", and "Thursday, 6th of December, 2007". Below this are buttons for "My Settings", "Help", and "Logout".

The main content area is titled "Reportable Departure Notification" and contains a "Vessel Identification" section. It instructs the user: "To identify the Vessel please enter either the IMO #, MMSI # or Call Sign and click the 'Lookup' button". There are three input fields: "IMO #: 1234567", "MMSI #: ", and "Call Sign: ". A "Lookup" button is positioned below the fields.

A legend at the bottom right of the form indicates that an asterisk (\*) denotes mandatory fields and a percentage sign (%) denotes that the field is wildcard enabled.

The footer of the page includes links for "Accessibility", "Terms & Conditions of Use", and "Feedback", along with the text "Prototype release 1.9 (revision 4525 - 04 December 2007)".

#### CERS – New Departure notification (STEP 1)

The vessel details will be retrieved and displayed on screen.

Should the vessel not be found within the system, this will be indicated through the **Message Dialog Box** providing you with the option to attempt a new query. Simply click **previous** ← re-enter data or alternately enter Vessel data relevant to one of the other two boxes.

Reportable  
Departure  
Notification.  
Step 2

*CERS – New Departure notification (STEP 2)*

This page is composed of three main sections.

The first section initially displays the Vessel details as retrieved by the system. If appropriate you may amend the vessel details at this point.

*IMO #* – 7 digit unique IMO number for the Vessel

*MMSI #* – 9 digit unique MMSI number for the Vessel

*Call Sign* – The Vessels Call Sign

*Ship Name* – Mandatory Vessel name

*Flag State* – Mandatory choice of registered flag state

**NB** At least one of the IMO or MMSI numbers must be entered.

The second section provides a form defining the details that should be entered in order to record a new Dangerous & Polluting Goods Notification.

These fields are defined as:

*Port of Departure* – Mandatory choice from the UK Port List

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*A.T.D.* – Optional date and time for Actual Time of Departure from the Last Port of Call

*Next Port of Call* – Mandatory choice from the Worldwide Port List

*Persons on Board* – Mandatory number of people of board

*E.T.A.* – Mandatory date and time for Estimated Time of Arrival

*E.T.D.* – Optional date and time for Estimated Time of Departure

The third section encapsulates the Dangerous & Polluting Goods Notification. information. To add the Notification, you should expand the the section by clicking the **add icon**  to the left of the heading . This will cause the Notification form fields to be displayed, which should then be completed. In order to remove the Notification, you should collapse the pertinent section by clicking on the **remove icon**  that appears in place of the **add icon** when expanded.

Once all of the mandatory information has been entered along with any optional information, you should click on the **Save** button to store the details to the system.

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Additional Dangerous and Polluting Goods notification.

The Dangerous and Polluting Goods notification requires the user to provide information of the where the Manifest details can be obtained. The user has three different options:

- 1) Provide the WEB LINK to the Manifest details – URL
- 2) Provide Contact details The user must select only one of the above options.
- 3) Upload the Manifest details into the CERS system – Upload

Also if applicable the license of the vessel according to the Safe Carriage of Irradiated Nuclear Fuel Code should be provided.

The screenshot shows the 'Reportable Departure Notification' form with the following data:

- Vessel Identification:** IMO #: 1234567, MMSI #: [empty], Call Sign: SCARY, Ship Name: SCARY MARY, Flag: UNITED KINGDOM
- Departure Information:** Port of Departure: POOLE, A.T.D.: [empty], Next Port of Call: LIVORNO, Persons on Board: 4, E.T.A.: 10/12/2007, E.T.D.: 11/12/2007
- Hazmat Information:** INF Ship Class: CLASS INF 1, Cargo Manifest Source: Contact, Surname: johanny, First Name: Bellavita, Location (Locode): 34123, Phone #: [empty], Fax #: [empty], Email: [empty]

CERS – Reportable Departure notification with additional Dangerous and Polluting Goods Info


NB: If the vessel possesses an exemption from reporting dangerous and polluting goods notification, this will be notified to the user through a warning message within the Message Dialogue Box.

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The screenshot displays the MCA (Maritime and Coastal Affairs) web application. At the top left is the MCA logo with the tagline "Safer lives, safer ships, cleaner seas". On the top right, user information is shown: "User : FAdmin LAdmin", "User IP : 127.0.0.1", "Server IP : 192.168.1.150", and "Thursday, 6th of December, 2007". Below this are buttons for "My Settings", "Help", and "Logout". A yellow warning banner states "This Vessel is Exempt from providing Hazmat Notifications for this Voyage". The main content area is titled "Reportable Departure Notification" and includes a "previous icon" (a blue left-pointing arrow) for navigation. A sidebar menu on the left contains "Home" and "Admin" options.

*CERS – Reportable Departure notification with Hazmat exemption*

Validation of specific fields is carried out at this point to ensure that the mandatory fields have been filled and that all of the data entered is valid.

If at any point the User wishes to cancel the update, they simply click the **previous icon** . A confirmation dialog box will be presented requiring the User to confirm their intention, in order to prevent the un-intentional loss of unsaved data.

---



Reportable  
Departure  
Notification.

Step 3


The system will display a Summary page for the Notification that you have entered. At the top of this page a message will also be displayed within the **Message Dialog box** indicating the success of the operation.

The screenshot displays the MCA system interface for a 'Summary of Notification Details'. At the top, the MCA logo and slogan 'Safer lives, safer ships, cleaner seas' are visible. A green message box at the top center states: 'The operation was successful and the Notification has been sent to SSN.' The page is divided into three main sections: 'Vessel Identification' (IMO #: 1234567, Call Sign: SCARY, Flag: GBI, MMSI #: SCARY MARY), 'Departure Information' (Port of Departure: POOLE, Next Port of Call: LIVORNO, E.T.A.: 10/12/2007, Persons on Board: 4, E.T.D.: 11/12/2007), and 'Additional Notifications' (Hazmat Notification: +). A legend at the bottom right indicates that '\*' denotes mandatory fields and '%' denotes that the field is wildcard enabled. The footer includes links for Accessibility, Terms & Conditions of Use, and Feedback, along with the text 'Prototype release 1.9 (revision 4525 - 04 December 2007)'.

CERS – New Departure notification (STEP 3)

This page is composed of three main sections:

1. The first section displays all of the Vessel details that were provided.
2. The second section displays all of the Voyage details that were provided.
3. The third section encapsulates the Additional Notification that has been provided .

The process of adding the Dangerous & Polluting Goods Notification is now complete, in order to provide another notification, you should click on the **previous icon**  after which you can begin from Step 1 again or alternatively you may Click the logout tab at the top right of the screen to exit from the system.

## 5. Reporting of Infringements (for Non-reportable voyages)

---

**Introduction**      The VTM Directive requires that fishing vessels, traditional ships and recreational craft (≥45 m in length) and merchant vessels (≥ 300 GT) must provide an arrival notification prior to entry into ports of the Member States .

Smaller Vessels have no such arrival notification requirement but there remains a need for Users to be capable of adding Infringements against them.

---

**Reporting Infringements**      In order to Report an Infringement you first have to add a new Non Reportable Voyage to the system.

First open the Notifications section of the collapsible **Navigation Menu** and then choose **Reporting of Infringements**.

---

Step1

To insert a non-reportable voyage simply enter the **Name** of the Vessel and then click the **Lookup** button.

The screenshot shows the MCA (Maritime and Coastal Affairs) web application interface. At the top, the MCA logo is on the left, and the slogan "Safer lives, safer ships, cleaner seas" is in the center. On the right, user information is displayed: "User : PORT USER", "User IP : 127.0.0.1", "Server IP : 192.168.1.150", and "Thursday, 6th of December, 2007". Below this are buttons for "My Settings", "Help", and "Logout".

The main content area is titled "Reporting of Infringements". Underneath, there is a section for "Vessel Identification" with the instruction: "In order to report an infringement you must first identify a vessel. Perform a Lookup to identify the Vessel by name or click the arrow button above to skip this step." Below this is a text input field for "Ship Name" containing "Quee%" and a "Lookup" button.

Below the input field, a message states "2 vessels found, displaying 1 through 2 - page 1 of 1". A table lists the results:

	Ship Name	Call Sign	Flag State	Ship Type
	QUEEN ELIZABETH 2	GBTT	GBI	
	QUEEN MARY 2	GBGM	GBI	

At the bottom right of the table area, there are footnotes: "\* denotes mandatory fields" and "% denotes that the field is wildcard enabled".

The footer of the page includes "Accessibility | Terms & Conditions of Use | Feedback" and "Prototype release 1.9 (revision 4525 - 04 December 2007)".


*CERS – New Non Reportable Voyage (STEP 1)*


Any Vessels matching the Ship Name or partial Ship Name that you provided will then be listed in a tabular format providing summary details that can be used for distinguishing and identifying the Vessel of interest.

To enter partial ship names use the '%' character along with the ship name.

Example:

- Writing in the ship name box 'Quee%' will return all the ships with name starting with the letters 'Quee'. (see Appendix II for further details)

To proceed with recording an infringement against a non-reportable voyage for any given vessel in the list, you should then click on the **select icon**  that is provided in the first column of each row. (see Appendix II for further details on how to use the tabular data)

**NB** Should the appropriate vessel not be returned after clicking 'lookup' then simply **click** the **next icon**  that is provided in the top section of the page. This will allow for recording a new vessel within the system but caution should be used in these situations and this functionality should only be used if it has been determined that the Vessel is not already recorded within the repository.

New Non Reportable Voyage.

Step 2

*CERS – New Non Reportable Voyage (STEP 2)*

This page is composed of two main sections.

The first section initially displays the Vessel details as retrieved by the system or if you had chosen to enter a new voyage, the fields of this section will initially be blank. To proceed, you should either confirm these details or in the case of a new voyage simply enter the details requested within the data fields.

*Call Sign* – The Vessels Call Sign

*Ship Name* – Mandatory Vessel name

*Flag State* – Mandatory choice of registered flag state

The second section provides a form defining the details that should be entered in order to record a new Non Reportable Voyage. These fields are defined as:

*Port of Arrival* – Mandatory choice from the UK Port List

*Port Berth* – Optional Berth at which Vessel berths

*Persons on Board* – Optional number of people of board

*E.T.A.* – Mandatory date and time for Estimated Time of Arrival

*E.T.D.* – Mandatory date and time for Estimated Time of Departure


*Last Port of Call* – Optional choice from the Worldwide Port List

---

*A.T.D.* – Optional date and time for Actual Time of Departure from the Last Port of Call

Once all of the mandatory information has been entered along with any optional information, you should click on the **Save** button to store the details in the system.

Validation of specific fields is carried out at this point to ensure that the mandatory fields have been filled and that all of the data entered is valid.

If at any point the User wishes to cancel the update, they simply click the **previous icon**.  A confirmation dialog box will be presented requiring the User to confirm their intention, in order to prevent the un-intentional loss of unsaved data.

---

New Non Reportable Voyage.

Step 3

Following the save operation, the system will display the **Voyage Detail** page listing all of the details that have been entered. At the top of this page a message will also be displayed within the **Message Dialog** component indicating the success of the operation.

The screenshot shows the MCA Voyage Detail page. At the top, there is a navigation menu on the left and a header with the MCA logo and slogan "Safer lives, safer ships, cleaner seas". The user information is displayed in the top right corner. A green message bar at the top indicates that the operation was successful. The main content area is titled "Voyage Detail" and contains several sections:

- Vessel Detail:** Ship Name: SCARY MARY, Call Sign: SCARY, Flag: GBI, G.T.: 6902, IMO #: , MMSI #: , Year Built: 2007, Ship Type: .
- Voyage Detail:** Voyage Type: Non-Reportable, Port of Arrival: ALLOA, E.T.A.: 17/12/2007 00:00, Last Port of Call: LIVORNO, Persons on Board: 4, Port Berth: , E.T.D.: 18/12/2007 00:00, A.T.D.: .
- List of Maritime Incidents:** A table with columns: Incident Date, IMS #, Description, Follow-Up Action, Follow-Up Note. One incident is listed: 27/09/2007, 00001-26092007, CANCEL, This is the follow-up note.
- List of Events:** A section with an "Add" button and a dropdown menu. A message below states: "There are no Events recorded against this Voyage".
- List of Exemptions:** A table with columns: Code, Title, e-Form ID, Issue Date, Expiry Date. One exemption is listed: MSF1007, Exemption Certificate Notification Of Dangerous or Polluting Goods, 44, 03/12/2007, 30/12/2007.

At the bottom right, there are footnotes: "\* denotes mandatory fields" and "% denotes that the field is wildcard enabled". The footer contains links for Accessibility, Terms & Conditions of Use, and Feedback, along with the text "Prototype release 1.9 (revision 4525 - 04 December 2007)".

CERS – New Non Reportable Voyage (STEP 3)

The Voyage displayed can now be managed, permitting the User to add the infringement to the Vessel (see chapter related to how to add Infringements to the voyage of interest).

## **6. Cancel or edit Voyage notifications**

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Introduction      To cancel or edit an Arrival/Departure Notification you should first select the voyage of interest through the search functionality available and then perform the changes required (See chapter 9 on how to search and select the voyage of interest).

---

## Editing a Voyage

The screenshot shows the MCA website interface. At the top left is the MCA logo with the tagline "Safer lives, safer ships, cleaner seas". On the top right, user information is displayed: "User : PORT USER", "User IP : 127.0.0.1", "Server IP : 192.168.1.150", and "Monday, 17th of December, 2007". Below this are buttons for "My Settings", "Help", and "Logout". A red arrow points to a button labeled "Edit" which is circled in red. The main content area is titled "Voyage Detail" and contains two sections: "Vessel Detail" and "Voyage Detail".

**Vessel Detail**

Ship Name : SCARY MARY	IMO # : 1234567
Call Sign : SCARY	MMSI # :
Flag : GBI	Year Built : 2007
G.T. : 6902	Ship Type :

**Voyage Detail**

Voyage Type : Arrival	Persons on Board : 4
Port of Arrival : ABERDEEN	Port Berth :
E.T.A. : 17/12/2007 00:00	E.T.D. : 18/12/2007 00:00
Last Port of Call :	A.T.D. :
INF Ship Class : 1	

**Hazmat Notification Details**

Surname : USER	URL : <a href="#">Click to download</a>
First Name : PORT	Document Type : Microsoft Doc
Location (Locode) : GBAED	

**Cargo Manifest Details**

### CERS – Edit a Voyage

By choosing to **Edit** the displayed Voyage, you will be presented with the pertinent form for changing the details of the particular Voyage type represented. i.e. By choosing to edit an Arrival-type Voyage, you will be presented with a form that permits for the changing of the Voyage details as well as the Additional Notifications should they be applicable to the Voyage type.

NB: The **Voyage Edit** forms as expected are almost identical to the forms that are used for creating the different types of Voyages with one notable exception; the **Vessel Details** are not editable. Refer to previous chapters on creating Voyages for an explanation of the individual fields.

Once all of the mandatory information has been entered along with any optional information, you should click on the **Save** button to store the changed details in the repository.

Validation of specific fields is carried out at this point to ensure that the mandatory fields have been filled and that all of the data entered is valid.

If at any point the User wishes to cancel the update, they simply click the **cancel button**. A confirmation dialog box will be presented requiring the User to confirm their intention, in order to prevent the un-intentional loss of unsaved data.



Cancel a Voyage

In order to cancel a Voyage, it must first be identified within system. Once identified, the Voyage Detail page provides Users, who possess the required capability, with the ability to delete the displayed Voyage.

The screenshot displays the MCA (Maritime Communications Agency) interface. At the top, the MCA logo is on the left, and the slogan "Safer lives, safer ships, cleaner seas" is in the center. On the right, user information is shown: "User : PORT USER", "User IP : 127.0.0.1", "Server IP : 192.168.1.150", and "Monday, 17th of December, 2007". Below this are buttons for "My Settings", "Help", and "Logout".

The main content area is titled "Voyage Detail". It features a navigation menu on the left with options like "Home", "Notifications", and "Voyages". The "Voyage Detail" section is divided into two main parts: "Vessel Detail" and "Voyage Detail".

**Vessel Detail:**

Ship Name : SCARY MARY	IMO # : 1234567
Call Sign : SCARY	MMSI # :
Flag : GBI	Year Built : 2007
G.T. : 6902	Ship Type :

**Voyage Detail:**

Voyage Type : Arrival	Persons on Board : 4
Port of Arrival : ABERDEEN	Port Berth :
E.T.A. : 17/12/2007 00:00	E.T.D. : 18/12/2007 00:00
Last Port of Call :	A.T.D. :
INF Ship Class : 1	

Below the voyage details are two buttons: "Hazmat Notification Details" and "Cargo Manifest Details". The "Cargo Manifest Details" button has a URL: "URL : [Click to download](#)" and "Document Type : Microsoft Doc".

At the top right of the "Voyage Detail" section, there are buttons for "Edit" and "Cancel Voyage". The "Cancel Voyage" button is circled in red, and a red arrow points to it from the right.

#### CERS – Cancel a Voyage

By clicking on the **Cancel Voyage** button, you will first be asked to confirm that you want to delete the displayed Voyage through the use of a **confirmation dialog box**.

Only after you confirm your intention will the displayed Voyage be cancelled from the system. The reason for this confirmation dialog is to prevent the unintentional loss of data.

## 7. Port Waste Infringement reporting

**Introduction** The requisite requirements for reporting are contained with The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 [SI 2003 No 1809]. In essence the requirements specify that Port & Harbour Authorities and Terminal Operators (i.e. Port Waste Management Plan holders) must immediately report vessels suspected of the following port waste infringements to the Maritime and Coastguard Agency : -

(a) Failure of Master to provide Port Waste Notification information in specified timescales (Regulations 11(2) and 11(3) plus Schedule 2 of SI 2003 No 1809 refer) to the relevant Harbour Authority/Terminal Operator, prior to vessel arrival [Regulation 17 of SI 2003 No 1809 refers]

(b) Failure of Vessel to deliver waste and/or cargo residues ashore prior to departure - if vessel not exempt or if vessel does not have sufficient spare waste storage capacity on board to be able to store waste likely to be accumulated on next voyage for delivery ashore at next port [Regulations 12(1), 16(1) and Regulation 17 of SI 2003 No 1809 refer]

SHIP TYPE / SIZE	PORT WASTE NOTIFICATION PRIOR TO ARRIVAL INFRINGEMENT	FAILURE TO DELIVER WASTE/RESIDUE ASHORE PRIOR TO DEPARTURE INFRINGEMENT
All sea-going UK and Non-UK ships (See exceptions immediately below)	Yes	Yes
Warship, naval auxiliary or other ship owned or operated by a State and used, for the time being, only on government non-commercial service	No	No
UK and Non-UK Fishing Vessels	No	Yes
UK and Non-UK Recreational Craft authorised to carry, or designed to carry, no more than 12 passengers	No	Yes

"ship" means a sea-going vessel of any type whatsoever (including hydrofoils, hovercraft, submersibles and floating craft) operating in the marine environment beyond the limits of waters of categories A and B as categorised in Merchant Shipping Notice No. MSN 1776(M)

"recreational craft" means a ship of any type, regardless of the means of propulsion, which is

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intended for sports or leisure purposes.

Also, Exemptions from the above requirements may also be given to specific “ships” if:

(a) the ship is engaged in scheduled traffic with frequent and regular port calls; and

(b) there is sufficient evidence of an arrangement ensuring the delivery of ship-generated port and payment of charges in a port along the ship's route.

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Adding Port Waste Infringements	Infringements represent events that have occurred in relation to a specific Voyage and as such are managed through the Voyages Menu within a self-contained panel – <b>List of Events</b> . (See Infringement management chapter 10 for more details on how to add the infringement)
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## 8. Bulk Carrier Infringement reporting

**Introduction** The Merchant Shipping (Safe Loading and Unloading of Bulk Carriers) Regulations 2003 [SI 2003 No 2002] implements in the United Kingdom Directive 2001/96/EC of the European Parliament and of the Council of 4 December 2001 (establishing the harmonised requirements and procedures for the safe loading and unloading of bulk carriers). They also implement Directive 2002/84/EC of the European Parliament and of the Council of 5 November 2002 (amending the Directives on maritime safety and the prevention of pollution from ships), in so far as that Directive relates to the 2001 Directive.

Article 7(c) of the Directive requires terminal representative to notify the Master and also the Port State Control Authority (i.e. Maritime and Coastguard Agency in the United Kingdom) of apparent deficiencies noted on board a bulk carrier which could endanger the safe loading or unloading of solid bulk cargoes.

Article 10 of the Directive requires terminal representative to notify the Port State Control Authority (i.e. Maritime and Coastguard Agency in the United Kingdom) of damage noted on board a bulk carrier that could impair the structural capability or watertight integrity of the hull, or the ship's essential engineering systems.

SHIP TYPE / SIZE	BULK CARRIER SAFE LOADING OR UNLOADING INFRINGEMENT	BULK CARRIER STRUCTURAL CAPABILITY OR WATERTIGHT INTEGRITY OR ESSENTIAL ENGINEERING SYSTEM DAMAGE INFRINGEMENT
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All UK and Non-UK Bulk Carriers

(as defined - see below) that call at Terminals within the United Kingdom or United Kingdom waters for loading or unloading of solid bulk cargoes

Yes

Yes

Note: Does not apply to Terminals which only in exceptional circumstances are used for loading or unloading dry cargo in bulk into or from bulk carriers, or in cases where the loading or unloading is carried out solely with the equipment of the bulk carrier concerned.

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**"bulk carrier"** bears the meaning given to it in Regulation IX/1.6 of the 1974 SOLAS Convention and interpreted by Resolution 6 of the 1997 SOLAS Conference, namely:

- a ship constructed with single deck, top-side tanks and hopper-side tanks in cargo spaces and intended primarily to carry dry cargo in bulk, or
- an ore carrier, meaning a sea-going single deck ship having two longitudinal bulkheads and a double bottom throughout the cargo region and intended for the carriage of ore cargoes in the centre holds only, or
- a combination carrier as defined in Regulation II-2/3.27 of the 1974 SOLAS Convention.

**"dry cargo in bulk"** or **"solid bulk cargo"** shall mean solid bulk cargo as defined in Regulation XII/1.4 of the 1974 SOLAS Convention, excluding grain.

---

Adding Bulk Carrier Infringements	Infringements represent events that have occurred in relation to a specific Voyage and as such are managed through the Voyage Dashboard within a self-contained panel – <b>List of Events</b> (See Infringement management chapter 10 for more details on how to add the infringement).
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## 9. Voyage Management

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Introduction      Arrival and Departure Notifications along with Non-Reportable Voyages define the central entities of the CERS system. In fact, almost all functions within the system are carried out by manipulating the Voyage information and associating them with the other details including Infringements and Exemptions etc.

The first step in managing any particular Voyage recorded by the system is to retrieve the Voyage of interest and to achieve this two separate search interfaces have been provided: ***Search by Date*** and ***Search by Vessel***.

The chapter will explain you:

- 1) How to search for your Voyage of interest by date
  - 2) How to search for your Voyage of interest by first searching for the vessel
-

Search by Date

In order to search the system for a Voyage based on the Voyage Date, you should first open the Voyages section of the collapsible **Navigation Menu** and then choose **Search by Date**.

You will then be presented with a screen that can be used for searching the system for the recorded Voyages. To perform this query, you should enter **Ports of Call** and the **Voyage Dates** to which you would like to limit the search and then click the **Search** button.

The screenshot shows the MCA system interface. At the top, the MCA logo is on the left, and the slogan "Safer lives, safer ships, cleaner seas" is on the right. Below the slogan, user information is displayed: "User: PORT USER", "User IP: 127.0.0.1", "Server IP: 192.168.1.150", and "Thursday, 6th of December, 2007". There are three buttons: "My Settings", "Help", and "Logout".

On the left, there is a "Navigation Menu" with options: "Home", "Notifications", "New Arrival", "New Reportable Departure", "Reporting of Infractions", "Voyages", "Search by Date", and "Search by Vessel".

The main content area is titled "Arrivals & Departures" and contains a "Search Arrivals & Departures" form. The form has a "Ports of Call" dropdown menu, a "Voyage Date From" field with a date picker (06/12/2007), and a "Voyage Date To" field with a date picker (15/12/2007). There are "Clear" and "Search" buttons.


Below the search form, it says "2 voyages found, displaying 1 through 2 - page 1 of 1". A table displays the search results:

Ship Name	IMO #	Flag	Indicator	Port of Arrival	Port Berth	E.T.A.	E.T.D.	Port of Departure	
SCARY MARY	1234567	GBI	D	LIVORNO		10/12/2007 19:00	11/12/2007 19:00	POOLE	
SCARY MARY	1234567	GBI	A	ABERDEEN		06/12/2007 20:00	08/12/2007 20:00		

At the bottom right of the table, there is a note: "\* denotes mandatory fields", "% denotes that the field is wildcard enabled".

At the bottom of the page, there are links for "Accessibility", "Terms & Conditions of Use", and "Feedback", and a footer note: "Prototype release 1.9 (revision 4525 - 04 December 2007)".

#### CERS – Search Voyage By-Date

The resulting tabular list will present summary details of any Voyages that have been entered into the system that match your search criteria. To proceed, you should then choose the Voyage from the list by clicking on the **select icon**  provided, after which you will be directed the **Voyage Detail** page.

Search by Vessel

In order to search the system for a Voyage based on the Vessel, you should first open the Voyages section of the collapsible **Navigation Menu** and then choose **Search by Vessel**.

Search by  
Vessel  
Step 1

You will then be presented with a screen that can be used for searching the system for the recorded Vessels. To perform this query, you should enter **IMO number** or the **Ship Name** to which you would like to limit the search and then click the **Search** button.

NB These fields are Wildcard-enabled and as such you may specify all or part of either if these fields in conjunction with the use of the wildcard character.

Search by Vessel

IMO #: % Ship Name: SC%%

Clear Search


2 vessels found, displaying 1 through 2 - page 1 of 1

Ship Name	Flag State	IMO #	MMSI #	Call Sign
SCARY MARY	GBI	1234567		SCARY
SCOTIA	GBI	9144249	234973000	MXHR6

\* denotes mandatory fields  
% denotes that the field is wildcard enabled

Accessibility | Terms & Conditions of Use | Feedback *Prototype release 1.9 (revision 4525 - 04 December 2007)*

#### CERS – Search Voyage By-Vessel (STEP 1)

The resulting tabular list will present summary details of any Vessels that are recorded by the system that match your search criteria. To proceed, you should then choose the Vessel from the list by clicking on the **select icon**  provided.



Search by  
Vessel  
Step 2

The screenshot shows the MCA website interface for searching vessel voyages. At the top, the MCA logo is on the left with the slogan "Safer lives, safer ships, cleaner seas". On the right, user information is displayed: "User: PORT USER", "User IP: 127.0.0.1", "Server IP: 192.168.1.150", and "Thursday, 6th of December, 2007". Navigation buttons for "My Settings", "Help", and "Logout" are also present.

The main content area is titled "Vessel Voyages List". It features a "Vessel Detail" section for the selected vessel "SCARY MARY", showing its call sign, flag (GBI), G.T. (6902), IMO # (1234567), MMSI #, year built (2007), and ship type. Below this is a "Search Arrivals & Departures" section with date range filters (from 06/12/2007 to 15/12/2007) and "Clear" and "Search" buttons.


The search results are displayed in a table with 2 voyages found. The table has columns for Indicator, Port of Arrival, Port Berth, E.T.A., E.T.D., and Port of Departure. The first voyage is marked with a red 'D' and a left-pointing arrow, indicating a departure from LIVORNO to POOLE, with an E.T.A. of 10/12/2007 19:00 and an E.T.D. of 11/12/2007 19:00. The second voyage is marked with a green 'A' and a right-pointing arrow, indicating an arrival at ABERDEEN, with an E.T.A. of 06/12/2007 20:00 and an E.T.D. of 08/12/2007 20:00.

At the bottom of the page, there are links for "Accessibility", "Terms & Conditions of Use", and "Feedback", along with the text "Prototype release 1.9 (revision 4525 - 04 December 2007)".

CERS – Search Voyage By-Vessel (STEP 2)

This page is composed of two main sections.

The first section displays the Vessel Details of the Vessel you have chosen. The second section provides a search panel that can be used for searching the system for any Voyages that are recorded against the specific Vessel. To perform this query, you should enter **Voyage Dates** to which you would like to limit the search and then click the **Search** button.

The resulting tabular list will present summary details of any Voyages that have been entered into the system that match your search criteria. To proceed, you should then choose the Voyage from the list by clicking on the **select icon**  provided, after which you will be directed the **Voyage Detail** page.

## 10. Voyage detail page (Voyage dashboard)

---

Introduction      The Voyage Detail page represents a central point of the system through which most management functions relating to Voyages can be carried out, as such it is also referred to as the Voyage Dashboard. This page is composed of five main sections.

The first two sections pertain to the Vessel and Voyage details respectively.

The remaining three sections pertain to Maritime Incidents recorded against the Vessel and Infringements and Exemptions recorded against the Voyage.

---

Voyage Detail Page (Voyage Dashboard).

**mca** Safer lives, safer ships, cleaner seas  
 User: PORT USER  
 User IP : 127.0.0.1  
 Server IP : 192.168.1.150  
 Monday, 17th of December, 2007  
[My Settings](#) [Help](#) [Logout](#)

[Hide Menu](#) [Edit](#) [Cancel Voyage](#)

**Voyage Detail**

**Vessel Detail**  
 Ship Name : SCARY MARY      IMO # : 1234567  
 Call Sign : SCARY      MMSI # :  
 Flag : GBI      Year Built : 2007  
 G.T. : 6902      Ship Type :

**Voyage Detail**  
 Voyage Type : Arrival      Persons on Board : 4  
 Port of Arrival : ABERDEEN      Port Berth :  
 E.T.A. : 17/12/2007 00:00      E.T.D. : 18/12/2007 00:00  
 Last Port of Call :      A.T.D. :  
 INF Ship Class : 1

**Hazmat Notification Details**      **Cargo Manifest Details**  
 Surname : USER      URL : [Click to download](#)  
 First Name : PORT      Document Type : Microsoft Doc  
 Location (Locode) : GBARD  
 Phone # : 01224592334  
 Fax # : 0035316204501  
 Email : portevent@mca.co.uk

**List of Maritime Incidents**  
 ⚠ There are no Maritime Incidents recorded against this Vessel

**List of Events**  
 Add ---  
 ⚠ There are no Events recorded against this Voyage

**List of Exemptions**  
 ⚠ There are no Exemptions recorded for this Voyage

\* denotes mandatory fields  
 % denotes that the field is wildcard enabled

[Accessibility](#) | [Terms & Conditions of Use](#) | [Feedback](#)      *Prototype release 2.1 (revision XXXX - 18 December 2007)*

CERS – Voyage Detail Page

Within the toolbar section at the top of the page, buttons are also provided for the management of the Voyage including the ability to Edit the Voyage details and Cancel the Voyage from the system. Please also note that expired Voyages that have already been completed can be neither edited nor canceled and in this situation, these buttons will be disabled.

---

Vessel details    The **Vessel Detail** panel displays the details of the Vessel under consideration. These details include:

*IMO #* – the unique IMO number of the Vessel

*Ship Name* – the Vessels registered name

*MMSI number* – the unique MMSI number of the Vessel

*Call Sign* – the radio call sign of the Vessel

*Year Built* – the year of build

*Flag* – the Flag State under which the Vessel is registered

*G.T.* – the Gross Tonnage or weight of the Vessel

*Ship Type* – the classified type of the Vessel

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Voyage details The **Voyage Detail** panel displays the details of the Voyage under consideration and the specific details displayed here will depend on the type of Voyage being displayed. For all Voyage types, the following details are provided:

Voyage Type – indicating whether the Voyage is recorded as an Arrival, Departure or Non-Reportable.

Persons on board – the number of persons recorded on board for the Voyage

For Arrivals, the details include:

Port of Arrival – the end point of the Voyage

Port Berth – the berth at which the Vessel is docked

E.T.A. – estimated time of arrival to the Arrival Port

E.T.D. – estimated time of departure from the Arrival Port

Last Port of Call – the start point of the Voyage

A.T.D. – actual time of departure from the last port

Additionally, Dangerous and polluting goods notification will be displayed, should they have been provided.

For Departures, the details include:

Port of Departure – the start point of the Voyage

A.T.D. – actual time of departure from the Departure Port

Next Port of Call – the end point of the Voyage

E.T.A. – estimated time of arrival to the Next Port

E.T.D. – estimated time of departure from the Next Port

Additionally, Dangerous and polluting goods notification will be displayed, should they have been provided.

For Non Reportable Voyages, the details include:

Port of Arrival – the end point of the Voyage

Port Berth – the berth at which the Vessel is docked

E.T.A. – estimated time of arrival to the Arrival Port

E.T.D. – estimated time of departure from the Arrival Port

Last Port of Call – the start point of the Voyage

A.T.D. – actual time of departure from the last port

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Infringement section

From the infringement panel, the User is be able to view a list of all of the infringements recorded in relation to the Voyage displayed. They will also be able to record new Infringements against the Voyage (see infringement management for more detail on how to record a new infringement).

	Create Date	Event Type	Deficiencies	Follow Up	Text
	06/12/2007	PORTWASTE	Failure to land (delivery waste)		Test infringement

*CERS – List of Events Panel (PW Infringements and BCL Deficiencies)*

Maritime incident section

The Maritime incidents panel displays any maritime incident related to the vessel. The user if required can view details of the incident by clicking on the detail icon present on the tabular data.

	Incident Date	IMS #	Description	Follow-Up Action	Follow-Up Note
	27/09/2007	0000000		CANCEL	This is the follow-up note

*CERS – List of Maritime Incidents Panel*

Exemption section

The exemption panel displays the list of exemptions which are applicable to the voyage under consideration. The user if required can download the exemption form by clicking on the PDF icon present on the tabular data.

	Code	Title	e-Form ID	Issue Date	Expiry Date
	MSF1007	Exemption Certificate Notification Of Dangerous or Polluting Goods	48	03/12/2007	30/12/2007

*CERS – List of Exemptions*

# 11. Infringement Management

Introduction Infringements represent events that have occurred in relation to a specific Voyage and as such are managed through the Voyage Dashboard within a self-contained panel – **List of Events**.

The screenshot displays the MCA Voyage Detail interface. At the top left is the MCA logo with the tagline "Safer lives, safer ships, cleaner seas". The top right shows user information: "User: PORT USER", "User IP: 127.0.0.1", "Server IP: 192.168.1.150", and "Monday, 17th of December, 2007". Navigation buttons for "My Settings", "Help", and "Logout" are present.

The main content area is titled "Voyage Detail" and contains several sections:

- Vessel Detail:** Ship Name: SCARY MARY, IMO #: 1234567, Call Sign: SCARY, MMSI #: [blank], Flag: GBI, Year Built: 2007, G.T.: 6902, Ship Type: [blank].
- Voyage Detail:** Voyage Type: Arrival, Persons on Board: 4, Port of Arrival: ABERDEEN, Port Berth: [blank], E.T.A.: 17/12/2007 00:00, E.T.D.: 18/12/2007 00:00, Last Port of Call: [blank], A.T.D.: [blank], INF Ship Class: 1.
- Hazmat Notification Details:** Surname: USER, First Name: PORT, Location (Locode): GBABD, Phone #: 01224592334, Fax #: 0035316204501, Email: portevent@mca.co.uk.
- Cargo Manifest Details:** URL: [Click to download](#), Document Type: Microsoft Doc.
- List of Maritime Incidents:** A warning icon and text: "There are no Maritime Incidents recorded against this Vessel".
- List of Events:** Includes an "Add" button and a dropdown menu. A red arrow points to this section. A warning icon and text: "There are no Events recorded against this Voyage".
- List of Exemptions:** A warning icon and text: "There are no Exemptions recorded for this Voyage".

At the bottom right, a legend indicates: "\* denotes mandatory fields" and "% denotes that the field is wildcard enabled". The footer contains "Accessibility | Terms & Conditions of Use | Feedback" and "Prototype release 2.1 (revision XXXX - 18 December 2007)".

## CERS – Infringements Management

Through this panel, a User will be able to view a list of all of the Events that have occurred in relation to the Voyage displayed. They will also be able to record new Infringements against the Voyage. The type of infringements include:

- Port Waste Infringements
- Bulk Carrier Loading Deficiencies

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The infringements are recorded in a similar fashion, the Port Waste Infringement types will be used here as an example but the following discussion is equally applicable to the other Bulk Carrier Loading Deficiencies.

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Adding a New Event

In order to record a new Event against a Voyage, you should first choose the type of Event you wish to add from the Dropdown List of available infringements and click on the **Add** button.

*CERS – Adding a new Event (Infringement)*

This page is composed of three main sections.

The first two sections pertain to the Vessel and Voyage details. They are unchanged from the Voyage Dashboard and are displayed simply to allow the User to identify what Voyage they are recording the infringement against.

The third section encapsulates the Infringement Details that should be provided in order to record the event. These fields are defined as:

*Checklist of Infringement Types* – Mandatory, at least one must be chosen

*Deficiency Description* – Optional descriptive text of the Infringement

*Next Port of Call* – Optional choice from the Worldwide Port List

*E.T.A.* – Optional date and time for Estimated Time of Arrival at the Next Port of Call

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*First Name* – Mandatory first name for the point of contact

*Surname* – Mandatory surname for the point of contact


*Phone #* - Mandatory phone number for the point of contact

*Mobile #* - Optional mobile number for the point of contact

*Email* – Optional email address for the point of contact

Once all of the mandatory information has been entered along with any optional information, you should click on the **Save** button to store the details in the system.

Validation of specific fields is carried out at this point to ensure that the mandatory fields have been filled and that all of the data entered is valid.

If at any point the User wishes to cancel the update, they simply click the **cancel icon** . A confirmation dialog box will be presented requiring the User to confirm their intention, in order to prevent the un-intentional loss of unsaved data.

---

Editing an Event

In order to edit an event already recorded against a Voyage, it should first be identified through the **List of Events** panel and selected. This will provide you with a detailed **Event View** and by clicking on the **Edit** button included within the toolbar section of the page you will be directed to **Edit Infringement** form for the specific event.

	Create Date	Event Type	Deficiencies	Follow Up	Text
	06/12/2007	PORTWASTE	Failure to land (delivery waste)		Test infringement

CERS – List of Events from the Voyage detail page

Logo: mca  
Slogan: Safer lives, safer ships, cleaner seas  
User: PORT USER  
User IP: 127.0.0.1  
Server IP: 192.168.1.150  
Thursday, 6th of December, 2007  
Buttons: My Settings, Help, Logout

Navigation: Home, Notifications, Voyages, Search by Date, Search by Vessel

### Port Waste Infringement

**Edit**

**Vessel Detail**  
Ship Name: SCARY MARY      IMO #: 1234567

**Voyage Detail**  
Port of Arrival: ABERDEEN      E.T.A.: 06/12/2007 20:00

**Port Waste Infringement Details**  
Create Date: 06/12/2007      Update Date: 06/12/2007  
Created By: 501      Updated By: 501

**INFRINGEMENTS**  
Failure to land (delivery waste)  
Deficiency Description: Test infringement

Next Port of Call:      E.T.A.:

**CONTACT DETAILS**  
Name: test test      Phone #: 4234234  
Email:      Mobile #:

**FOLLOW-UP**  
Follow-Up Code:  
Follow-Up Text:

\* denotes mandatory fields  
% denotes that the field is wildcard enabled

Accessibility | Terms & Conditions of Use | Feedback      Prototype release 1.9 (revision 4525 - 04 December 2007)

CERS – Editing an Event (Infringement)


Note: The **Infringement Edit** forms as expected are almost identical to the forms that are used for creating the different types of Infringements with one exception; the User that created and the User that last edited the event are displayed along with the respective dates.

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Refer to **Add New Event** functionality for an explanation of the individual fields.

Once all of the mandatory information has been entered along with any optional information, you should click on the **Save** button to store the changed details in the repository.

Validation of specific fields is carried out at this point to ensure that the mandatory fields have been filled and that all of the data entered is valid.

If at any point the User wishes to cancel the update, they simply click the **cancel icon** . A confirmation dialog box will be presented requiring the User to confirm their intention, in order to prevent the un-intentional loss of unsaved data.

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## 12. Logout and time out procedures

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**Logout** To logout from the application you can click on the 'Logout' tap situate on the top left corner of the page. This will redirect you back to the login page. You can now close safely your internet web browser.
















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**Time-out** If you don't use the web application for more than 20 minutes, the system will automatically log you out. To login again simply click on the login link that will bring you to the login page of the application.

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## APPENDIX I – Common Icons and Graphics

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<i>Icon</i>	<i>Meaning</i>
	Wildcard icon – indicates that the field is wildcard enabled
	Mandatory icon – indicates that the field is required in order to proceed
	Previous/Cancel icon – clickable button that returns the User to the previous page
	Next icon – clickable button that allows the User to skip the current step
	Print icon – clickable button that opens the Print Dialog box for printing the current page
	Add icon – clickable button that opens expandable sections permitting for the addition of Additional Notifications
	Remove icon – clickable button that closes expandable sections permitting the removal of Additional Notifications
	Select icon – clickable button that redirects the User to view additional details of an entity represented as a row within a DataGrid (Tabular data).
	Edit icon – clickable button that redirects the User to edit the entity represented as a row within a DataGrid (Tabular data).
	Indicates that the Datagrid (Tabular data) has the paging feature enabled
	Indicates that the Datagrid (Tabular data) has the paging feature is not enabled
	Arrow Up icon – indicates that the DataGrid (Tabular data) is sorted in ascending order by the column possessing the icon
	Arrow Down icon – indicates that the DataGrid (Tabular data) is sorted in descending order by the column possessing the icon
	Calendar button.
	Indicates that infringements are recorded against the voyage.

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## APPENDIX II – General Principals

Introduction Throughout the CERS/SVD system, there is a consistent model used for permitting the User to carry out common functionality. This section of the document will provide you details for the following functionalities:

- Searching and use of wildcards
- Tabular-data paging and sorting of information

Searching The CERS system provides multiple interfaces for searching different types of entities. These search functions follow a similar process in order for the User to gain familiarity with the system. The process involves the User specifying certain search criteria that are used for narrowing the search results and once these criteria have been specified the User clicks on the **Search** button.

### \* Wildcard \*

A useful function that is provided in certain search forms where it is deemed appropriate is the use of **Wildcard-enabled** fields. These fields permit the User to specify a part of the search term that they wish to use and to precede or follow this term with the Wildcard character. By doing so, the system will return results that contain the partial term that was entered. **NB** The Wildcard character that is used by the system is the % character and Wildcard-enabled fields are indicated by the **Wildcard icon** %.

Validation of specific fields is carried out at this point to ensure that the mandatory fields have been filled and that all of the data entered is valid.

The results of the search operation will then be displayed in the familiar tabular format, providing the User with summarised data for each entity returned that can be used for distinguishing and identifying the pertinent record.

The screenshot displays the 'Search by Vessel' page of the CERS/SVD system. The page features the MCA logo and the slogan 'Safer lives, safer ships, cleaner seas'. A navigation menu on the left includes 'Home', 'Notifications', 'Voyages', 'Search by Date', and 'Search by Vessel'. The main search area has two input fields: 'IMO #' and 'Ship Name: q%'. The 'Ship Name' field contains a red wildcard icon. Below the search fields are 'Clear' and 'Search' buttons. The search results show '2 vessels found, displaying 1 through 2 - page 1 of 1'. The results table is as follows:

Ship Name	Flag State	IMO #	MMSI #	Call Sign
QUEEN ELIZABETH 2	GBI	8725418	0	GBTT
QUEEN MARY 2	GDR	9241001		GDGM

At the bottom of the page, there are links for 'Accessibility', 'Terms & Conditions of Use', and 'Feedback', along with the text 'Prototype release 1.9 (revision 4525 - 04 December 2007)'. A legend indicates that a red asterisk denotes mandatory fields and a red percentage sign denotes that the field is wildcard-enabled.

CERS – Search operation pages (Wildcard usage example)

Tabular data

Tables are used throughout the application to display sets of information in an easily comprehensible fashion and these tables share similar functionality for the most part.

81 vessels found, displaying 41 through 60 - page 3 of 5

Ship Name	Flag State	IMO #	MMSI #	Call Sign
JRS CAPELLA	CYP	9329564	210111000	P3ZK9
KINCRAIG	GBI	9178020	222222222	MXNS5
MAERSK FORWARDER	DIS	9034781	219376000	OVQB5
MAERSK VOYAGER	NTH	9208007	246438000	PHDX
NAVION AKARITA	BAH	9000946	311298000	C6FS6
NINA	BAH	9156199	311026000	CBWA8
NORTH MARINER	NOR	9244609	259243000	LLSX
OLYMPIC PRINCESS	NOR	9177844	259544000	LMOH
PHOENIX	FAR	8414116	231112000	OW2362
QUEEN ELIZABETH 2	GBI	6725418	0	GBTT
QUEEN MARY 2	GBI	9241061		GBQM
REM SUPPLIER	NOR	9342724	259235000	LNXA
RHINO	PAN	7616860	352146000	3EME2
RUM DOO	GBI	0	0	
SALTSTRAUM	NIS	7922130	258206000	LDCP3
SAMIRA	NTH	9240744	245015000	PCCG
SCARY MARY	GBI	1234567		SCARY
SCOTIA	GBI	9144249	234973000	MXHR6
SFDSAFDDDDDDDDDDDD	BRZ	5346546		
SIEM SUPPLIER	NOR	9186601	259583000	LJKB

\* denotes mandatory fields  
% denotes that the field is wildcard enabled

CERS – Search tabular data (Sorting and Paging)

**\* Sorting \***

The column headings of the tables contain a **title** for each column. In most situations these titles are clickable, such that when the User clicks on the title of a particular column the information displayed in the table will be *Sorted* based on that column. The data in this column could be text, numerical or date values and the table will be sorted alphabetically, numerically or chronologically based on the type of data. Should the User click on the title a second time, the order of the *Sorting* will be reversed.

**\* Paging \***

In some situations the number of entities, represented by rows, is too great to be displayed in a single page. As such, the number of entities to display in a table is limited to a configurable maximum, initially set to 20 per page. In situations where the dataset exceeds this number, the dataset is split into as many subsets as is required. These subsets are then displayed in separate pages that are accessible to the User through the **Paging control** that is provided




above these tables. The **Paging control** will list the number of pages that are available and the User simply clicks on the relevant number to view the subset of data that is presented on that page. The User also has the option of scrolling through the available pages using the indicator arrows provided.


The screenshot shows the MCA application interface. At the top, there is a logo for MCA with the tagline "Safer lives, safer ships, cleaner seas". On the right, there is user information: "User : PORT USER", "User IP : 127.0.0.1", "Server IP : 192.168.1.150", and "Thursday, 6th of December, 2007". Below this are buttons for "My Settings", "Help", and "Logout".

The main content area is titled "Search by Vessel". It features a search form with fields for "IMO #:" and "Ship Name", and buttons for "Clear" and "Search". Below the search form, there is a table of search results. The table has columns for "Ship Name", "Flag State", "IMO #", "MMSI #", and "Call Sign". The table shows 81 vessels found, displaying 41 through 60 on page 3 of 5. A red circle highlights the paging control below the table, which includes navigation arrows and page numbers 1 through 5. A red arrow points to this control with the word "PAGING" written next to it.

Ship Name	Flag State	IMO #	MMSI #	Call Sign
JRS CAPELLA	CYP	9329564	210111000	P3ZK9
KINCRAIG	GBI	9178020	222222222	MXNS5
MAERSK FORWARDER	DIS	9034781	219376000	OVGB5
MAERSK VOYAGER	NTH	9208007	246438000	PHDX
NAVION AKARITA	BAH	9000948	311299000	C6FS8
NINA	BAH	9156199	311026000	CBWA8

CERS – Search tabula data paging component

Additionally the User is presented with a control to disable/enable this **Paging** functionality by simply clicking the **icon** displayed .

For most situations the **rows** of a table represent a list of records that are displayed in a tabular fashion with summary information to identify and distinguish each of the records. In order to view the complete set of data associated with these records, they each possess an **icon** within the first column of the table. By clicking this **icon** , the particular record data will be retrieved and displayed to the User.

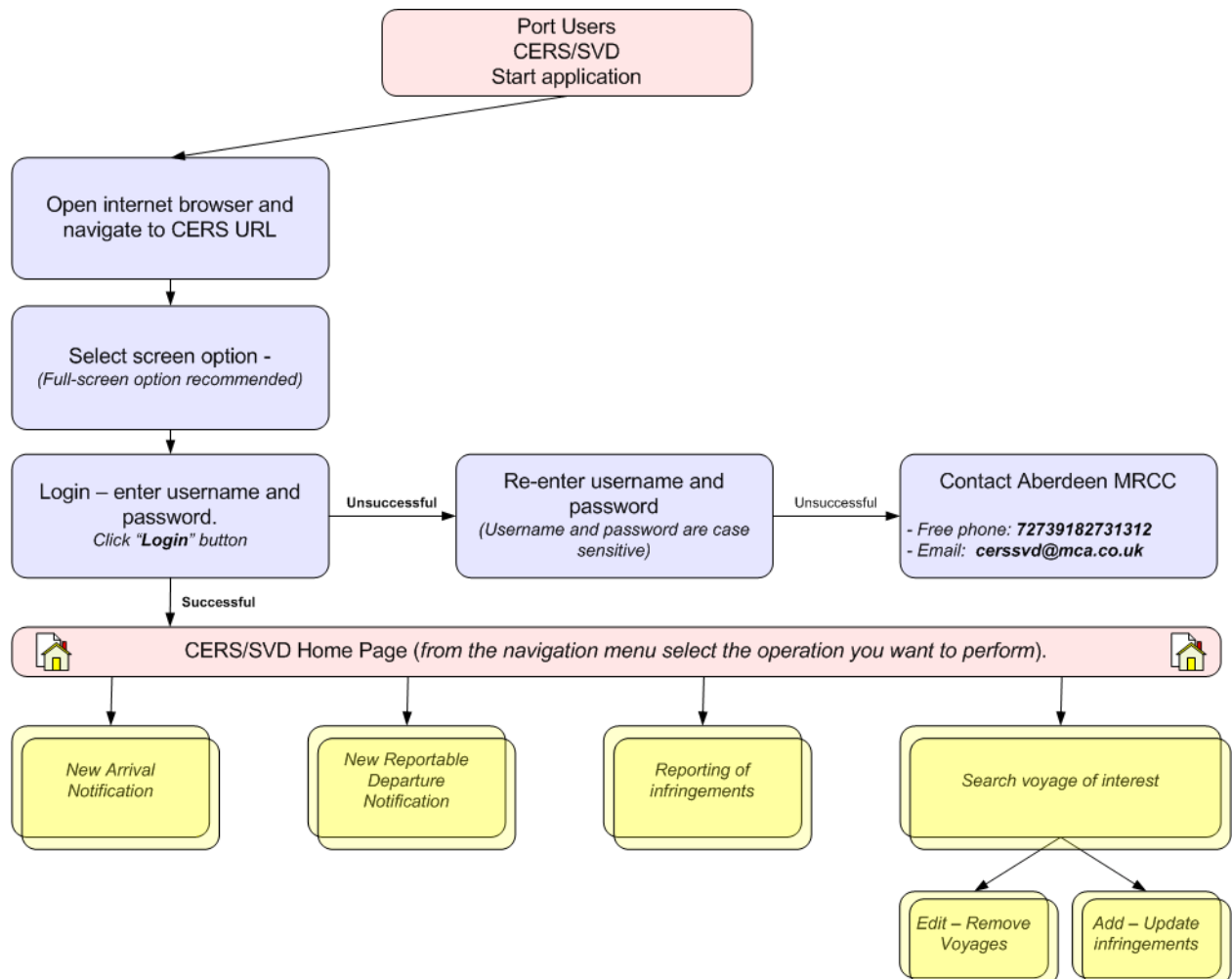
The functionality of tables varies throughout the application, some permit the associated entities (represented by rows) to be viewed while others may provide the ability to manipulate the displayed data in some fashion. Any functionality that is available to the User will be represented through the use of **icons** or **checkboxes** paired with **action buttons**. The **icons** are usually self-descriptive and to provide extra information to the User, when the mouse pointer is positioned over an icon, a **tooltip** is displayed beside the pointer to indicate the functionality associated with clicking that particular **icon**.

## APPENDIX III – Flow Chart diagrams

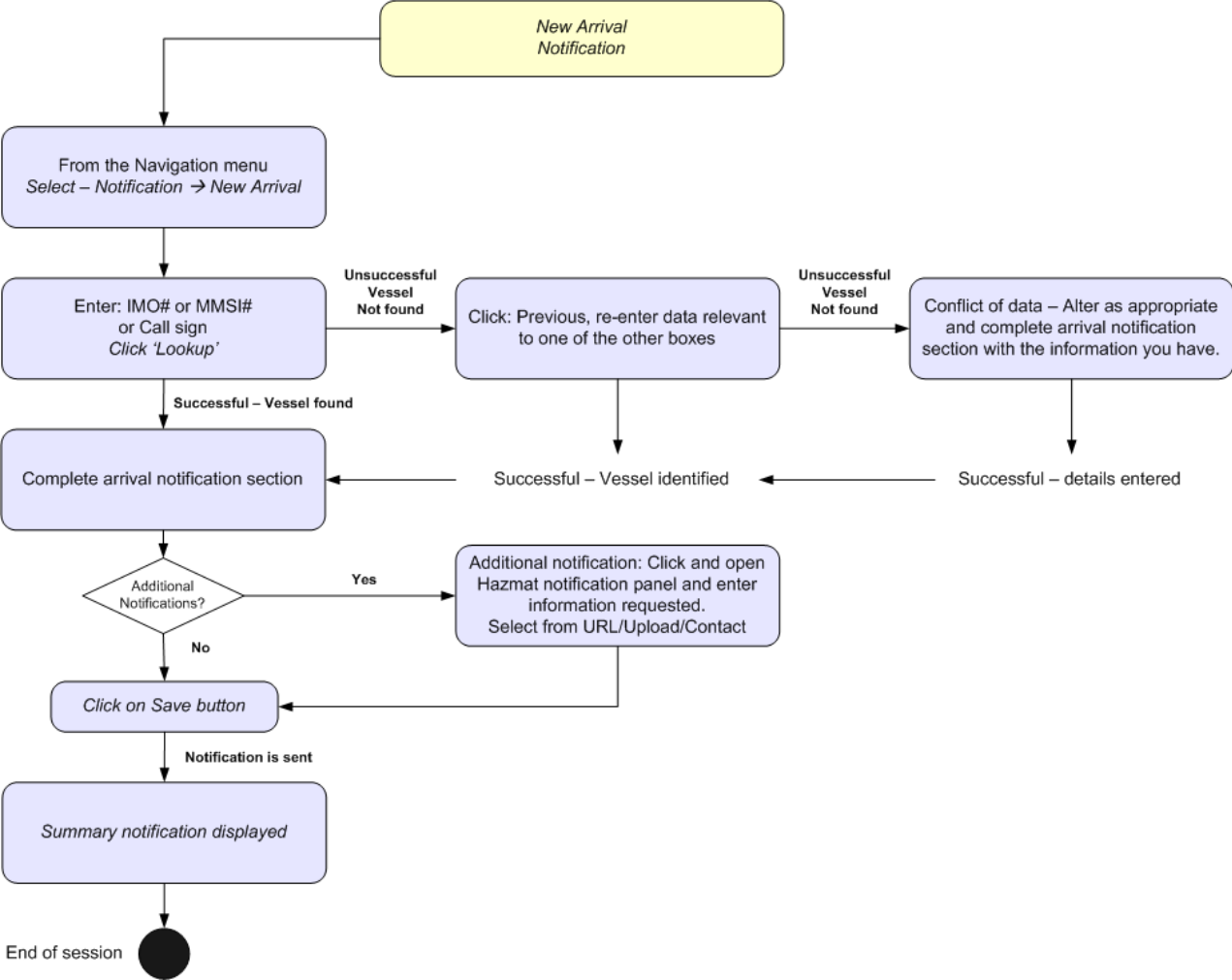
Introduction The following chapter includes a set of flowcharts representing the different use cases of the system. This includes:

- Port Users CERS/SVD Start Application
- New Arrival notification
- New Departure notification
- Reporting of infringements (for non-reportable voyages)
- Search Voyages (By-Date and By-Vessel)
- Edit or Cancel Voyage details
- Adding or editing Events (PW Infringements and BCL Deficiencies)

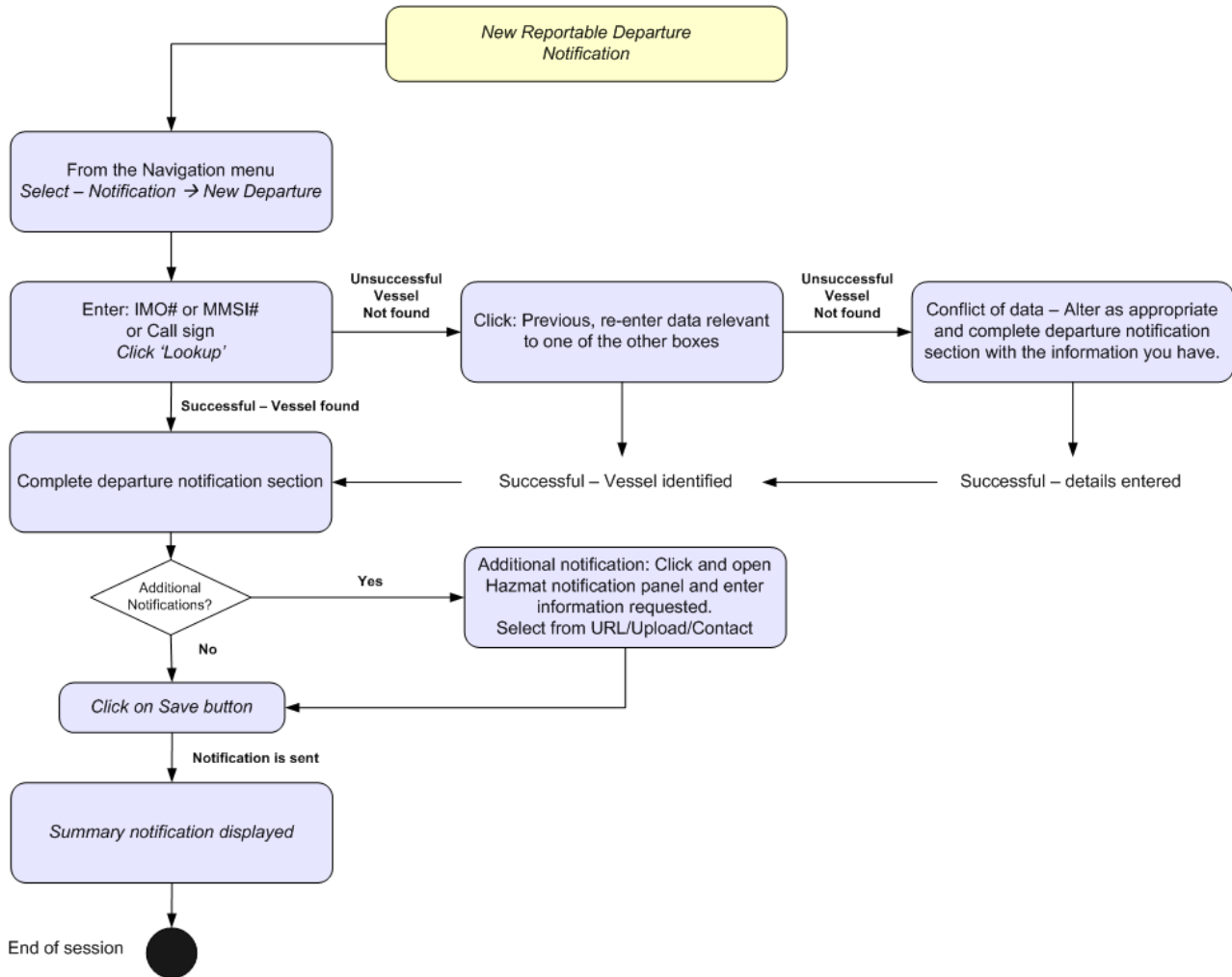
### Port User – Overview



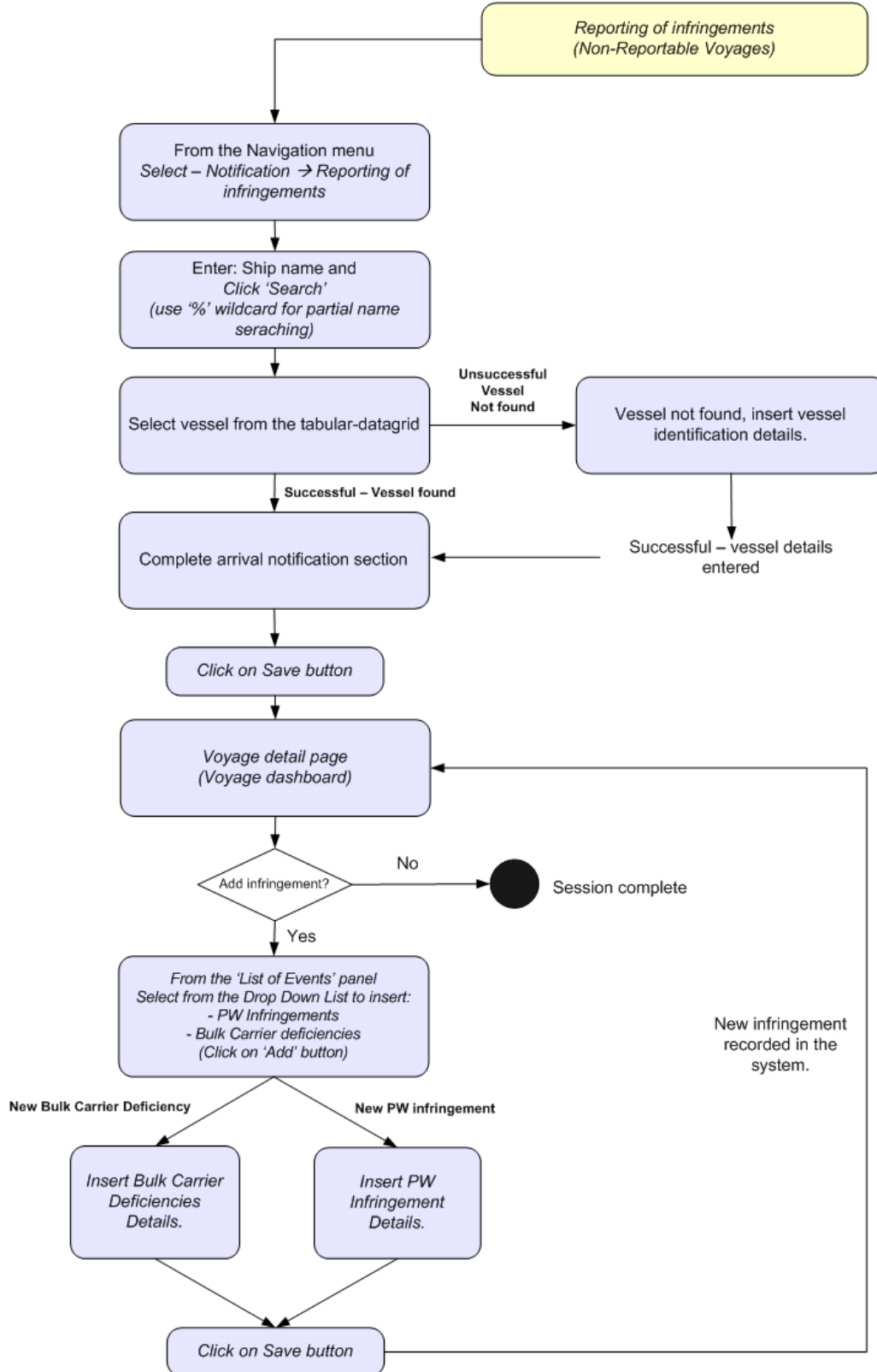
**Port User – New Arrival Notification**



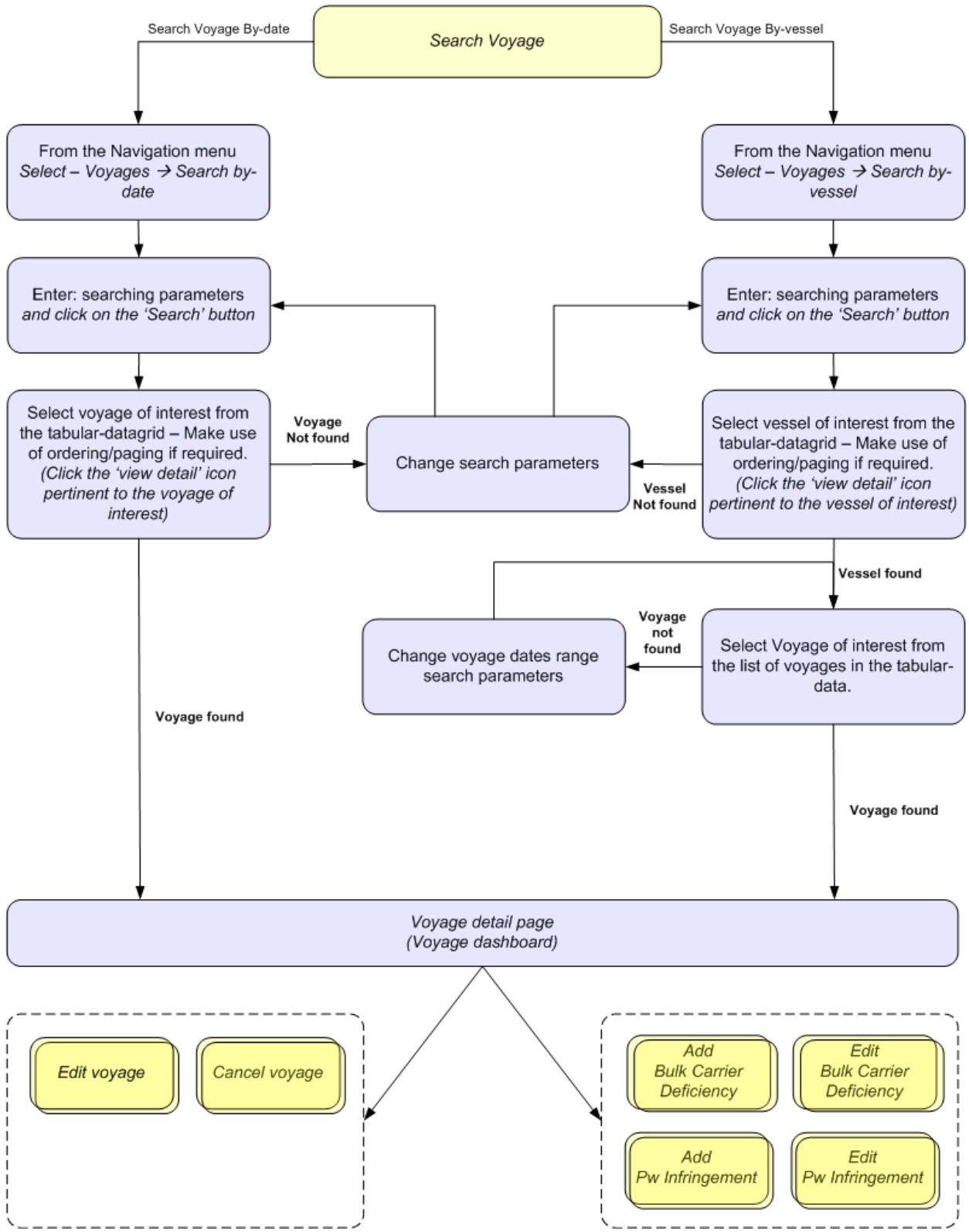
## Port User – New Reportable Departure Notification



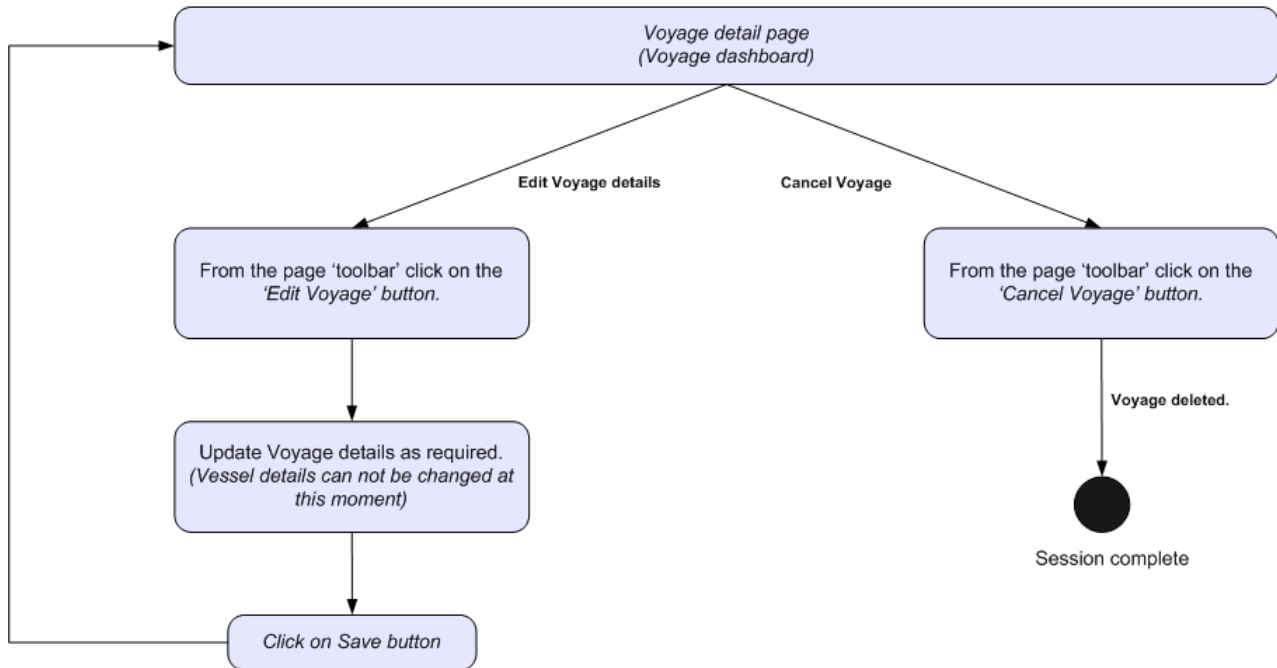
# Port User – Reporting Of Infringements



**Port User – Search Voyages**



### Port User – Edit or Cancel Voyages



### Port User – Add or Edit Infringements

